
ELECTED MEMBERS POLICIES

Induction for Councillors



Policy Number:	E5
Relevant Delegation:	Not Applicable
Adoption Details:	22 February 2016
Last Review Details:	25 November 2019

POLICY OBJECTIVE:

To set out guidelines for the induction of newly elected members to the Shire of York Council.

POLICY SCOPE:

This policy applies to Elected Members of the Shire of York and to employees of Council providing resources and information into the Induction process.

POLICY STATEMENT:

INTRODUCTION

It is essential to the effective operation of Council decision-making and Council business that elected members are provided with a clear understanding of their role and responsibilities when first elected to council. It is also important that they understand key processes and deliverables required by statute, especially as with each new Council there will be a requirement to review strategic direction and key long term planning documents.

It is also important that returning members have their understanding refreshed and they are aware of any changes to statutory requirements, organisational direction and issues arising. It is equally important that new and returning members are provided with the same information.

Key to this is the induction process which should be provided for each new Council and/or Councillors, elected or appointed to fill extraordinary vacancies when they arise. This is in addition to any program developed under the Professional Development Policy (E2).

PRINCIPLES

- (a) An accessible, informative induction program is essential to Councillors being able to understand their roles and to be able to move quickly and easily into their governance responsibilities after being elected to Council.
- (b) Sitting councillors will support newly elected councillors by participating in the induction process.

PROVISIONS

- 1.1 The Chief Executive Officer (CEO) will prepare an induction program for Councillors which will commence immediately after an election and will be completed no later than three months after the election date.
 - 1.2 The CEO will consult with the President of the Shire of York in the preparation of the program.
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1.3 The induction program is to include, but not be limited to, the matters set out in Appendix 1.

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Not applicable.

Responsible Officer: Chief Executive Officer

Contact Officer: Chief Executive Officer

Relevant Legislation: Not applicable

Review History:

Date Review Adopted:	Resolution Number
Adopted – 22 February 2016	050216
Reviewed – 24 October 2016	121016
Reviewed – 25 November 2019	291119
Former Policy No:	G1.5

Subjects to be covered in Induction

1. Elected Members' Responsibilities
 - Governance framework
 - Decision-making process
 - Rules of conduct
 - Financial interests
 - Declaration of Interests
 2. Elected Members Support
 - Entitlements and support
 - Training and Development
 - Record Keeping Responsibilities
 3. Meeting Procedures and Protocols
 - Role of Presiding Members & CEO at meetings
 - Standing Orders
 - Local Government Act
 - Tips on effective meetings
 4. Decision-making Framework
 - Roles of Committees (Internal and External)
 - Roles of Elected Members on committees, boards etc
 - Nomination Process
 5. Strategic and Corporate Planning
 - Integrated Planning and Reporting Framework
 - Strategic Community Plan
 - Other major strategic documents
 - Roles and responsibilities of Elected Members, CEO and the organisation in Strategic Planning
 - Community consultation and engagement
 6. Financial Management and Budgets
 - General financial management principles
 - Long Term Financial Plan
 - Annual Budget Process
 - Financial reporting and Audit
 - Asset management Framework
 - Capital Works Program
 7. Professional Risk and Liability of an Elected Member
 8. Land Use Planning
 - Planning Principles
 - Statutory Framework and roles of State and Local Government
 - Critical steps in the planning process
 - District Planning Scheme/Local Planning Strategy
 - State Administrative Tribunal
 - Development Assessment Panels
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